



## **Minutes of extraordinary meeting of Rockland St Mary with Hellington Parish Council 27<sup>th</sup> July 2022**

Present: Cllr Bevington (Chair), Cllr Francis, Cllr Norris, Cllr Sayles

Also present: S Gildersleeve (Village Caretaker) and one parishioner

1. Apologies or absence received from Cllrs Stone and Cllr Trutch.
2. There were no declarations of interest in items on the agenda.
3. The Chair provided an update on actions in progress to recruit a new Clerk/ Responsible Finance Officer (RFO) following the resignation with no notice of the clerk/RFO. The Chair had written and organised an advert on the Norfolk Association of Clerks website. Three applications had been received so far (with the deadline date being 31<sup>st</sup> July.) She had informed the Returning Officer of South Norfolk Council of the resignation of Cllr Hayward and had received the formal notices from them which have been on display on noticeboards since 19<sup>th</sup> July giving notice of the vacancy. If an election is not requested within the time limit, then the Parish Council can co-opt a new councillor in its September meeting.

The Chair reminded Councillors that until a Clerk/RFO is appointed and new signatories are in place that no invoices can be paid, nor purchases made. The Village Caretaker kindly stated that he would delay invoicing the Parish Council until the necessary administration was in place.

The Chair proposed that several extra signatories should be applied for when a clerk is appointed, and Cllr Sayles and Cllr Norris agreed to be signatories. The Chair will also ask Cllr Stone and Cllr Trutch to be additional signatories.

The Chair requested two Councillors to join her as an appointing committee and Cllr Sayles and Cllr Norris volunteered. Provisional dates were agreed subject to candidates and room availability. The Chair will confirm and liaise.

It was agreed that it would be sensible to organise monthly meeting dates for the remainder of this calendar year from September to cover council business accruing and to help a new clerk get used to the role and the Parish Council business. The Chair will also book October and December room hire.

Councillors discussed the various tasks previously undertaken by former Cllr Hayward and the following was agreed:

Cllr Norris will undertake the risk assessments and associated paperwork.

The Village Caretaker agreed to do a weekly check on the two car parks (Blackhorse Dyke and Staithe) and if work needs doing Cllr Sayles and Francis agreed to help when needed.

The Village Caretaker will make regular checks on the two defibrillators. New pads will be required in the next few weeks. In the absence of a RFO, Cllr Bevington offered to order and buy these and be re-imbursed by the Parish Council when the new finance administration is in place. Councillors agreed to this suggestion.

Cllr Bevington thanked all for their attendance and positive contributions.

**Date of next meeting: Wednesday 14<sup>th</sup> September 2022 7.30pm Parish Room**



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